



# THE COUNTY OF LOS ANGELES REGISTRAR-RECORDER/COUNTY CLERK

## INVITES RESUMES FOR ADMINISTRATIVE DEPUTY II (UC)

**ANNUAL SALARY: \$106,992 - \$161,941 (Range 13)**  
**FILING PERIOD: March 12, 2012 – Until the Position is Filled**

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### TRANSFER OPPORTUNITY

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#### THE POSITION

The Administrative Deputy II reports directly to the Chief Deputy, Registrar-Recorder/County Clerk in the overall management of the Department, with particular responsibility for directing through subordinate managers, all Election Logistics and other operations of the Administrative Services Bureau, which includes the Finance & Management and Human Resources Divisions.

The Finance & Management Division includes Election Logistics and Administrative Studies, Fees and Studies, Budget, Operations and Productivity, Management Services, Contracts, Procurement, Inventory and Supplies, Financial Services, Mailroom, Facilities Management and Fiscal Compliance.

The Human Resources Division includes Selection and Recruitment, Examinations, Classifications, Employee Relations, Personnel Performance Management, Training and Payroll.

#### EXAMPLES OF DUTIES

The Administrative Deputy II position performs duties that include, but are not limited to the following:

- Directs the coordination of multiple federal, state, and local agencies and other county departments for the ordering, transporting, and securing of election materials and the set up of election equipment.
- Directs the timely recruiting, hiring and training of temporary staff for all elections.
- Directs the compilation, interpretation, and reporting of election data.
- Directs the organization, staffing and operational activities for all the administrative and support services.
- Participates in the development and implementation of goals and objectives; identifies priorities and resource needs.
- Directs the preparation of the Department's annual budget and participates in budget negotiations and presentations.

- Controls departmental budget expenditures and recommends to the RR/CC the reallocation of budget appropriations and expenditures.
- Advises and makes recommendations to administration on personnel policies and standards, and recommends improvements in the overall personnel program.

### **REQUIREMENTS**

**Must be a permanent employee of the County of Los Angeles currently holding or have held the Administrative Deputy II position or higher.**

**LICENSE:** A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

### **DESIRABLE QUALIFICATIONS**

- Experience solving departmental problems related to procedure, organizational and management policies, budget, capital projects, compensation, and other administrative areas.
- Strong writing skills, including the ability to write assessment reports containing statistical and comparative analyses, as necessary.
- Demonstrated knowledge, skills and ability to work effectively, and represent the RR/CC before a variety of organizations, including government agencies, private companies and community organizations.
- Demonstrated ability and cultural sensitivity in solving problems of interpersonal work relationships and employee-customer issues among a sizable ethnically diverse workforce, which serves the public.
- Knowledge of and experience in preparing County budgets, monitoring expenditures and managing contracts; interpreting legislation related to grant funding and governmental finance.
- Demonstrated knowledge of federal, state, and local laws and guidelines pertaining to election administration and document recording.
- A Bachelor's degree or higher in Public Administration, Business Administration, Management Studies or a closely related field.

### **SELECTION PROCESS**

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered.

Only the most qualified candidates as determined by the screening process will be invited to participate in the selection process.

### TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position. Submission should include ALL of the following:

1. Candidate's ability to meet the requirements as stated in the **REQUIREMENTS** and **DESIRABLE QUALIFICATIONS** sections of this recruitment announcement.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
3. Names of schools, colleges, and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses, and certificates together with the resume.

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

### SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodations may call: (213) 738-2057 (ADA Coordinator—Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS).

Any applicant for County employment who has been convicted of worker's compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

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Please submit your statement of interest and comprehensive resume to the following e-mail address:

[ExecutiveRecruitment@hr.lacounty.gov](mailto:ExecutiveRecruitment@hr.lacounty.gov)

Please be sure to indicate the position title **ADMIN DEPUTY II** in the subject line of your e-mail.

Confidential inquiries welcomed to:

**Penny Torres**  
**Department of Human Resources**  
**Executive Services Division**  
**500 W. Temple Street, Room 555, Los Angeles, CA 90012**  
**Phone (213) 893-9770; Fax (213) 613-4773**

**RESUMES RECEIVED BY 5:00 P.M., MARCH 26, 2012, WILL RECEIVE FIRST CONSIDERATION.**

This announcement may be downloaded from the County of Los Angeles website at:

<http://hr.lacounty.gov>

**THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER**